



The
Lloyd Williamson
Schools Foundation

Visitors Policy:
Nursery and
Schools

General Statement and Procedures

The Lloyd Williamson Schools Foundation welcomes visitors and operates an open-door policy. Limitations may be placed on visitors to protect the safety of children and staff and to avoid unnecessary disruption. The Nursery Manager, the administrative team and the SMT have the authority to determine which visits are to be permitted; they have discretion to set any appropriate conditions on the nature of and extent of such visits. In exercising their discretion, the persons above will consider:

- the purpose of the visit
- the impact of the visitors' presence
- the relationship of any visitor to the children.

LWSF reserve the right to refuse entry to any person, which we may have reasonable doubt of their identity or visiting capacity, until that person's identity can be confirmed, for example by means of a phone call to a professional body or company. In instances where parents are separated both custodial and non-custodial parents have the right to visit the nursery / school, unless a court order exists restricting such contact.

All visitors must sign the Visitors' Book on arrival and departure. If a visitor is in the nursery / school for more than an hour, the nursery manager, administrative team must point out fire procedures.

All visitors must wear a visitor badge to identify themselves to staff and parents within the nursery / school. A member of staff must always accompany visitors whilst in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery / school building.
- Visitors must be recorded in the Visitors Book and always accompanied by a member of staff while in the building.
- No visitor will be allowed to move freely around any part of the building unaccompanied unless that person is on the premises in a directed professional matter i.e. an Ofsted Inspector.
- Parents, visitors and students are reminded not to allow entry to any person, whether they know this person or not. Only staff are authorised to allow external visitors and parents entry to the nursery / school.
- The nursery / school will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents / visitors.
- All staff have a duty of care to approach and ask the identity of any unaccompanied person they see in the building. Unaccompanied visitors found roaming or lost should be accompanied to the school office to follow signing in procedures. If the visitor refuses, the member of staff should alert the school office immediately.

All staff, parents/carers, children and visitors must only enter the nursery / school by way of the main entrance. The entrance door must never be opened by another Parent/Carer or Visitor. On answering the door staff will implement the following procedures:

1. Open the door and greet the visitor – ask the visitor to supply their name/and business and the reason for the visit/who they wish to see. Unless it is a parent enquiring about the nursery, all other visitors should be asked for proof of identity. The identity (with the exception of the Police) should also be photocopied, and the copy signed and dated that it has been seen.
2. Unless the person is known to the nursery/schools (i.e. usual contractors) or has a confirmed appointment, the visitor should be asked to wait at the door until the staff member has confirmed with the Management Team that the visitor can be allowed to enter the reception area.
3. Inform the visitor of our policy for mobile telephones – if they have a mobile phone with them, they cannot bring it into the nursery / school and must therefore leave it with the administrative team.
4. Visitors must then sign in at the reception area documenting their time of arrival and be issued a Visitor’s badge which must be worn for the duration of their visit.
5. Ask the visitor to wait in the reception area.
6. Inform the Administrative team, nursery manager or SMT that the visitor has arrived.
7. The visitor must sign out at the end of the visit recording their time of departure and hand back the visitor’s badge.

Name: _____

I have read and fully understand the above Visitors Policy. I am committed to implementing the policy and understand that this forms part of my job description.

.....Signed

.....Print Name

Reviewed and updated: September 2023

Next Update due: September 2025

Lucy Meyer